

MASSACHUSETTS NATIONAL GUARD  
TECHNICIAN EMPLOYMENT BULLETIN

NUMBER: 12-102/03

PERMANENT

17 November 2011

OFFICE OF THE ADJUTANT GENERAL  
Human Resources Office  
50 Maple Street  
Milford, MA 01757-3604  
(508) 233-7452/6757 (DSN) 256-7452/6757

SERVICE: *Air Guard*  
APPLICATIONS ACCEPTED **\*See time requirement below**  
EMPLOYMENT LOCATION: 102 FSF/FSDE, Otis ANGB, MA  
TELEPHONE CONTACT: CMSgt Christine Lazarescu, 508-968-4538  
DSN: 557-4538

POSITION: TRAINING TECHNICIAN

SERIES/GRADE: GS-1702-07

PDCN: D1448000

SALARY: PA \$ 42,406 to \$ 55,132

APPOINTMENT FACTORS:

<input checked="" type="checkbox"/> Bargaining Unit	<input type="checkbox"/> Supervisory/Management	<input type="checkbox"/> Entry Level	<input type="checkbox"/> Excluded
<input checked="" type="checkbox"/> Permanent Position	<input type="checkbox"/> Temporary Promotion	<input type="checkbox"/> Indefinite Position	
<input type="checkbox"/> Officer	<input type="checkbox"/> Warrant Officer	<input checked="" type="checkbox"/> Enlisted	

AREA OF CONSIDERATION: Because of recent BRAC actions and new and ever changing missions, the Massachusetts Air National Guard will follow a new three tier advertisement process. As allowed by OPM guidelines, the three tier process will be as follows:

Tier I: All current MA ANG tenure 1 and 2 technicians and MA ANG permanent AGRs (17 Nov 11 – 28 Nov 11)

Tier II: All current MA ANG members, to include tenure 3, tenure 0 and traditional guardsmen, temporary AGRs and ASA AGRs (17 Nov 11 – 07 Dec 11)

Tier III: All individuals eligible for immediate enlistment into the MA ANG (17 Nov 11 – UNTIL FILLED)

COMPATIBLE MILITARY SPECIALTY AND GRADE (Grade Inversion Prohibited):

Compatible AFSC: 3S2X1

**\*\* Must have 5-level in any AFSC in order to be eligible to board**

**\*\*Must have ASVAB Score of 59 in General**

Maximum Military Grade

Officer:

Warrant Officer:

Enlisted: MSgt

Minimum Military Grade

Officer:

Warrant Officer:

Enlisted: SrA

GENERAL EXPERIENCE: Clerical or administrative experience, education and/or training which has provided the candidate with the ability to search for and compile information/data, process documents and provide information about regulations, procedures and programs.

SPECIALIZED EXPERIENCE: Must have **12 months** experience in functions such as providing training, administering OJT and other training programs. Experience which demonstrates an applicant's ability to determine requirements and to secure and coordinate the use of training sites, facilities and materials. Experience which demonstrates an applicant's ability to receive, consolidate and analyze data from subordinate levels and to follow agency directives in using this data to prepare plans and reports. Experience which demonstrates an applicant's ability to oversee a controlled testing program.

**ALL APPLICATION PACKAGES MUST MEET THE ABOVE GENERAL AND SPECIALIZED EXPERIENCE REQUIREMENTS TO BE FOUND QUALIFIED. ONLY YOUR RESUME AND/OR OF 612 ARE USED FOR QUALIFICATION PURPOSES.**

**QUALIFIED PACKAGES WILL THEN BE FORWARDED TO THE BOARD PANEL TO BE EVALUATED BASED ON THE FOLLOWING KSA QUESTIONS:**

1. Ability to apply knowledge of rules, regulations, and laws, as they relate to military requirements.
2. Ability to coordinate training and safeguard training materials.
3. Ability to evaluate education/training programs.
4. Ability to gather data and compile training reports.

**\*\*\*A recruitment bonus of 15% of annual basic pay may be paid to the selectee who is newly appointed to the federal government. This includes currently employed temporary technicians as well as previously employed permanent technicians who have had a break in service of 90 days or more. The selectee must sign an agreement to remain as an employee for a minimum of one year. If the selectee fails to complete the agreed upon service period, he/she must repay the portion of the bonus attributable to the uncompleted period.**

**\*\*\*A relocation incentive of 15% of annual basic pay may be paid to the selectee who is a currently employed technician and needs to relocate as a result of this selection.**

Job announcements and application procedures are posted on Internet: [WWW.MA.NG.MIL](http://WWW.MA.NG.MIL)

*ALL TECHNICIAN HIRES SUBJECT TO THE AVAILABILITY OF FUNDS*  
THE MASS NATIONAL GUARD IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.  
MINORITIES AND WOMEN (UNLESS OTHERWISE PROHIBITED) ARE ENCOURAGED TO APPLY.

## APPLICATION PROCEDURES

Applicants must submit the following:

1. Resume **OR** Optional Application for Federal Employment (OF-612)
2. 1 Copy - HRO Form 1-1 (Application for Position Vacancy)
3. 1 Copy - HRO Form 1-2 (Mass National Guard Supplemental Questionnaire for Tech Vacancy)
4. Current employees will furnish one (1) additional copy of HRO Form 1-1 to their immediate supervisor. Supervisors will complete the required HRO Form 1-3 (or HRO Form 1-4 for Supervisory positions) within two (2) workdays and forward it to HRO/Staffing.
5. 1 Copy SF - 181 (RACE AND NATIONAL ORIGIN IDENTIFICATION) **(THIS FORM IS OPTIONAL)**

**\*\*\*\*\*Please do not submit any additional documentation such as DD-214's, photographs, copies of position descriptions, training certificates, performance ratings (civilian or military), awards, letters of appreciation/recommendations, etc. You may bring them to your interview, if desired.**

As a minimum, applications must contain the following:

- A. The announcement number, title and grade of the job you are applying for. **(HRO Form 1-1)**
- B. Full name, mailing address and day and evening phone numbers. **(HRO Form 1-1)**
- C. State military grade and MOS/AFSC. **(HRO Form 1-1)**
- D. High school/college education. **(Resume or OF-612)**
- E. Information on your paid and non-paid work experience related to the job you are applying for, as well as, all related military experience (i.e. job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates, hours per week, salary; and indicate if we may contact your current supervisor). **(Resume or OF-612)**
- F. Other qualifications such as job related training courses (title and year); job related skills; job related certificates and licenses (current only); and job related honors, awards and special accomplishments. **(Resume or OF-612)**

All applicants are cautioned against making false statements on their application. By submitting an application for employment applicants certify that, to the best of their knowledge and belief, all of the information on and attached to the application is true, correct, and complete and made in good faith. Applicants must understand that false or fraudulent information on or attached to the application may be grounds for not hiring them or firing them after work begins, and may be punishable by fine or imprisonment. Applicants must also understand that any information they give may be investigated/verified. Individual applicants must meet the mandatory experience qualifications and indicate how they meet them. Failure to do so will result in the application being returned as ineligible. In addition, candidates must indicate on **HRO Form 1-2** how they possess the Knowledge, Skills and Abilities (KSA's) for the board's review.

### SUBMIT PAPER APPLICATIONS TO:

JFHQ - MAARNG  
ATTN: HRO (Staffing)  
50 Maple St.  
Milford, MA 01757-3604



### SUBMIT ELECTRONIC APPLICATIONS TO:

e-mail to: [MA-staffing@ng.army.mil](mailto:MA-staffing@ng.army.mil)

Information on applying electronically can be found at:  
[www.ma.ng.mil](http://www.ma.ng.mil)  
(Look under Careers \ Technician Jobs)

### SELECTION OF INDIVIDUAL:

- A. Selection will be by review of written application and interview. Applicants who desire a personal interview must indicate it on their HRO form 1-1.
- B. Applicants claiming educational achievements on their application must bring certificates with them when interviewed.
- C. Assistance in preparing applications is available by contacting the Military Technician Staffing Section (508) 233-7452/6757 or DSN 256-7452/6757. For assistance in completing federal job applications/resumes, please see OF 510, "Applying for a Federal Job". This form is available on OPM's World Wide Web site at [www.usajobs.opm.gov](http://www.usajobs.opm.gov), and on other automated federal job information systems.
- D. Applicants must possess or be eligible for the appropriate level Security Clearance.
- E. Candidates must possess a valid State driver's license for the State in which they live or are principally employed.
- F. **CONDITION OF EMPLOYMENT:** Employee will be required by law to participate in Direct Deposit/Electronic Fund Transfer program.
- G. **PCS MOVE: EXPENSES NOT AUTHORIZED**
- H. **APPLICANTS SHOULD CONTACT THEIR INCENTIVES MANAGER TO DETERMINE IF ACCEPTING THIS POSITION WILL AFFECT ANY BONUS RECEIVED FROM THE MILITARY.**

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